

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES RESIDENTIAL PROGRAM SUPERVISOR 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Individuals on Exam List

Location: DDS South Region Public Programs, Norwich, CT

Job Posting No: 022913

Hours: First Shift, Full-Time
Monday-Friday, 9:00am-4:30pm

Salary: \$2248.89 bi-weekly

Closing Date: May 21, 2012

Eligibility Requirement: Candidates must have applied for and passed the Developmental Services Residential Program Supervisor 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Assists in development and implementation of policies, programs, scheduling and operating procedures; directs, coordinates, evaluates and monitors performance of residential program unit including monitoring staff implementation of individual client teaching strategies; confers with staff on routine operational, disciplinary and special problems; evaluates performance of clients and employees in cooperation with assigned staff; conducts in-service training on mental retardation practices and procedures and care of clients; arranges client search parties and coordinates emergency responses; reviews reports of subordinates and prepares periodic operational reports; makes rounds to insure units are clean and safe; may attend interdisciplinary team and administrative meetings; may work with parent and community groups; may counsel clients or employees on problems; may interview candidates for position openings; may be assigned responsibility for orderly operation of facility on a shift; may notify other departments of deficiencies and assist in implementing plans of correction within units; performs related duties as required.

General Experience:

Four (4) years of experience in the care and supervision of persons with developmental disabilities.

Special Experience:

One (1) year of the General Experience must have been in a supervisory capacity at the level of a Supervising Developmental Services Worker 1 or 2.

Substitutions Allowed:

College training, preferably in an educational, nursing or social science field, may be substituted for the General Experience on the basis of two (2) years of college education equalling one (1) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at www.das.state.ct.us, cover letter, resume, last two (2) performance appraisals or two (2) letters of reference. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

DEPARTMENT OF DEVELOPMENTAL SERVICES
104 SOUTH TURNPIKE ROAD
WALLINGFORD, CT 06492
FAX: 203-294-5160 OFFICE: 203-294-5123

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.